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UNITED STATES DEPARTMENT OF AGRICULTURE  
 Production and Marketing Administration  
 Washington 25, D.C.

NUMBER 219

March 20, 1950

PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

U.S. DEPARTMENT OF AGRICULTURE  
 NOTICES

ADMINISTRATIVE  
 NOTICE NO. 159  
 3-10-50

CONGRESSIONAL REQUEST FOR LEAVE DATA - Requested certain leave information from field offices for report being compiled for the Senate Committee on Appropriations. Distribution: A-02, 09, 31 Field Only. (Distributed Separately).

NEW AND REVISED INSTRUCTIONS

105.1  
 3-8-50  
 REVISED

CLEARANCE, CONTROL AND REPRODUCTION OF FORMS - This instruction has been revised to more clearly define certain terms used in connection with public reporting and to outline responsibilities and make revisions required by recent organizational changes. Distribution: A, B (Distributed Separately)

116.2  
 11-18-49  
 (Change)

DIRECTORY OF PMA COMMODITY OFFICES - On page 3 change the address of the San Francisco Commodity Office to 335 Fell Street, San Francisco, 2, California, and the name of the Director of the New York Commodity Office to Ralph Y. DeWolfe, Acting Director. Distribution: A, B

202.2  
 2-28-50

PROCEDURE FOR OPERATIONS UNDER THE CCC BLANKET FIDELITY BOND: This instruction establishes procedures and responsibilities for operations under the CCC blanket fidelity bond. Distribution: A, B. (Distributed Separately)

441.1  
 Pages 11 and  
 12 revised  
 3-8-50

CORRESPONDENCE IN WASHINGTON OFFICES: Paragraph V D 1 on page 11 has been revised to incorporate provision for the use of Form PMA 526 "Transmittal Record" in lieu of SF 64 memorandum, to transmit (and/or obtain receipt for ) materials within PMA and between PMA and other Departmental bureaus and offices if the material is self-explanatory or requires only a brief transmittal message. Remove pages 11 and 12, dated 3-29-49 and insert the attached revised pages dated 3-8-50. Distribution: (A) (B-Washington Only).

FORMS MANUAL INSERTIONS AND DELETIONS

Com.Cr. Corp.  
 Form 230  
 3-7-50

AMENDMENT PROPOSAL - Insert the attached Form 230 (formerly PMA 300) in the Forms Manual. Procedure covering use PMA 616.1. Distribution: A, B

Distribution: A,B.

FORMS MANUAL INSERTIONS AND DELETIONS, (CONT'D)

PMA 300  
11-6-46      AMENDMENT PROPOSAL - Remove insertion dated 11-6-46. This form is superseded by Commodity Credit Corporation Form 230 dated 3-7-50 and transmitted with this PT Notice. Distribution: A, B.

PMA 418      ANALYSIS OF MAN-MONTHS BY WORK PROGRAMS - Remove insertion dated 8-12-47. Superseded by forms manual insertion for this form dated 3-7-50 and transmitted with this Procedure Transmittal. Procedure covering use PMA 139.1. Distribution: A, B

PMA 526      TRANSMITTAL RECORD - Insert the attached forms manual insertion for Form PMA 526. This transmittal form should be used in lieu of SF-64, or other correspondence forms, to transmit (and/or obtain receipt for) materials within PMA and the Department whenever the transmitted material is self-explanatory, or requires a transmittal message of only a few words. Procedure covering use PMA 441.1. Distribution: A, B.

PMA 533      FAIR MARKET VALUE STATEMENT - This form supersedes form FDA 670 dated 4-13-49. Remove the forms manual insertion for FDA 670 and insert the attached insertion for Form PMA 533. Procedure covering use PMA 422.1. Distribution: A, (B-05, 09, 26 Field Only)

PMA 534      LEASED SPACE DATA - This form supersedes Form FDA 463. Remove the forms manual insertion for form FDA 463 and insert the attached insertion for Form PMA 534 dated 2-22-50. Procedure covering use PMA 422.1. Distribution: A, (B-05, 09, 26 Field only).

FDA 806      NOTICE OF ALLOCATION - Remove insertion dated 7-15-46. This form is no longer required. Distribution; AB

SF-83      REQUEST FOR CLEARANCE - Insert the forms manual insertion for this form (formerly Bureau of the Budget Form 37) Procedure covering use PMA 105.1 dated 3-8-50. Distribution: A, B. (Distributed Separately)

OBSOLETE FORMS

A list of obsolete forms dated March 15, 1950, is being distributed with this Procedure Transmittal and Check Sheet, for addition to "Obsolete Forms Supplement 1" dated February 15, 1950. Additional pages for Supplement 1 will be issued with Procedure Transmittal and Check Sheets from time to time, as additional forms are obsoleted, and will constitute official notice of forms obsolescences and stocks disposition. Distribution: A, B.

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NOTE: This Procedure Transmittal and Check Sheet is distributed to all PMA Procedure Manual Holders, regardless of the distribution given any of the individual items above.





## CORRESPONDENCE IN WASHINGTON OFFICES

(V B)

the pronoun "I" shall be avoided wherever possible. Argumentative, condescending, and blunt tones must be avoided, and at no time shall correspondence contain either direct or implied criticism of any bureau, agency, independent organization, individual, or program. All inquiries in incoming correspondence should be answered, or an explanation be given if requested information cannot be furnished. Factual information contained in correspondence must be accurate.

C Appearance of Correspondence - PMA and its personnel are constantly judged by the appearance of correspondence. A soiled or smeared letter or memorandum in which corrections are carelessly made gives the reader the impression of an inefficient organization. It is important that correspondence be neat, well spaced, and carefully prepared.

D Stationery - Employees preparing jacketed correspondence shall also refer to paragraph IV F.

1 Within the Government - All correspondence within the Government shall be prepared as a memorandum on SF-64, with the following exceptions: (a) letterheads may be used for the most formal correspondence, or for less formal correspondence when it is considered advisable in specific cases, except that such deviation should not be made for routine correspondence within PMA and to other bureaus or offices of the Department; (2) Form PMA-526, "Transmittal Record," should be used to transmit (and/or obtain receipt for) materials within PMA and between PMA and Departmental bureaus and offices if the material is self-explanatory or requires only a brief transmittal message.

2 Outside the Government - Correspondence with private concerns and individuals outside of the Government shall be prepared on letterhead paper in the letter form prescribed in the Style Manual.

3 Telegrams - Telegrams shall be prepared on SF-14A in accordance with instructions in the Style Manual, except that the original and one white carbon shall be submitted to the Department Telegraph Section. Priority will be given full rate and serial messages only upon specific request. Messages requiring preferred handling must have the word, "Priority," affixed immediately preceding the name of the addressee.

E Special Types of Correspondence - The Style Manual contains instructions covering foreign and territorial correspondence, dockets, and legislative reports. The subscript must be typed on foreign and territorial correspondence as prescribed in the Manual.

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(V)

F Prompt Reply - Correspondence which is not jacketed shall be answered within 5 days of its receipt. When lack of information delays a full reply a letter of acknowledgment shall be written immediately, followed by a complete reply as soon as possible. For time limit on jacketed mail, see IV C.

G Letters Referred by PMA - When correspondence must be referred outside of the Department for complete reply, it shall be acknowledged as soon as received with a statement as to the referral being made. The original letter and a copy of the letter of acknowledgment shall be sent to the agency, concern, or person to whom it is referred. When a partial reply is made by PMA and the letter is referred outside of the Department for further reply, the reply made by PMA shall include a statement as to the referral being made and the letter or routing slip making the referral shall indicate that portion of the correspondent's letter which has been answered in PMA. (For procedure to be followed when correspondence is referred within the Department, see paragraph VI.)

H Letters Referred to PMA - Original letters referred to PMA shall be returned to the addressee, unless such action is clearly unnecessary. If a letter is written in PMA, or other action is taken on a letter referred to PMA, a copy of the referred letter shall always be made for record purposes. (Also see paragraph VI).

I Enclosures - In counting the number of enclosures, each complete item shall be counted as one item regardless of the number of pages involved. When enclosures are valuable documents, a description of them, including any identifying serial number, shall be shown after "Enclosures" at the bottom of the correspondence. (See page 2 of the Style Manual).

J Envelopes - Employees responsible for preparing mail are referred to Instruction 444.1, "Penalty Indicia and Other Postage Requirements," for proper use of penalty indicia envelopes and requirements for special notations on envelopes under certain circumstances, and to paragraph V K below.

K Official Mail and Messenger Service - When correspondence is to be transmitted to other Federal departments, bureaus, agencies or other offices of the Government, including the Senate and House of Representatives, it shall be transmitted by Official Mail and Messenger Service which is postage free, provided such office is located in the District of Columbia within a radius of 3.5 miles from the southwest

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COMMODITY CREDIT U. S. DEPARTMENT OF AGRICULTURE CORPORATION FORM 230 PRODUCTION AND MARKETING ADMINISTRATION (3-8-49) COMMODITY CREDIT CORPORATION (FORMERLY PMA-300)		CONTRACT NO.
AMENDMENT PROPOSAL		DATE OF CONTRACT
		CONTRACTOR
AMENDMENT NO.	DATE	ADDRESS
THIS CONTRACT IS BEING AMENDED AT THE REQUEST OF: <input type="checkbox"/> THE GOVERNMENT <input type="checkbox"/> THE CONTRACTOR		
SUMMARY AND JUSTIFICATION OF AMENDMENT:		
RECOMMENDED		APPROVED

FORM NO.: COMMODITY CREDIT CORPORATION FORM 230 ACTUAL SIZE: 8" X 10½"

TITLE: AMENDMENT PROPOSAL

PRINTED: One sheet, one side

**PREPARATION:** By any Branch or office preparing an amendment to a program contract whenever the basis for the amendment has not been expressly approved by the Board of Directors, Commodity Credit Corporation.

**DISTRIBUTION:** Original and copy to fiscal office servicing the office where the Amendment was negotiated. Second copy to be retained by the originating CCC field office or Branch.

**PROCEDURE COVERING USE:** 616.1

**DISTRIBUTION:** A, B  
(3-7-50)



ANALYSIS OF MAN-MONTHS BY WORK PROGRAMS  
(DIRECT ALLOTMENTS)

BRANCH, OR OFFICE, AND LOCATION		DIVISION	
UNIT	MONTH	FISCAL YEAR	
LINE NO.	WORK PROGRAMS	TOTAL MAN-MONTHS	
1	SECTION 82 TOTAL		
2	Diversions Activities		
3	Section 82 Exports		
4	Purchases and Direct Distribution		
5	Preservation and Marketing of Abundant Foods		
6	Administration of Marketing Agreements		
7	NATIONAL SCHOOL LUNCH ACT		
8	C. C. C. TOTAL		
9	Price Support Programs		
10	Subsidy Programs (Liquidation)		
11	C. C. C. Export Programs		
12	Foreign Purchase Programs		
13	Research		
14	Grain Storage		
15	AGRICULTURAL SUPPLY PROGRAMS TOTAL		
16	OCEAN TRANSPORTATION TOTAL		
17	SUPPLY PROGRAMS IN LIQUIDATION TOTAL		
18	FOREIGN ASSISTANCE ACT OF 1948: Surplus Determinations		
19	SUGAR ACT		
20	LABOR CAMP DISPOSAL (Liquidation)		
21	MARKETING SERVICES, TOTAL		
22	Market News Service		
23	Market Inspection of Farm Products		
24	Marketing Farm Products, Total		
25	Standardization and Marketing Research		
26	Research on Transportation Packing and Packaging		
27	Freight Rates for Farm Products		
28	Obtaining Adequate Market Storage and Transportation Facilities		
29	Food Production and Marketing Assistance		
30	Tobacco Acts		
31	Cotton Acts, Total		
32	Classing Services		
33	Preparation and Distribution of Standards		
34	Market Information and Market Statistics		
35	Marketing Regulatory Acts, Total		
36	PAC Produce Agency, Standard Contract, and Export Apple and Pear Act		
37	Packers and Stockyards Act		
38	Insecticide, Fungicide and Rodenticide Act		
39	Federal Seed Act		
40	Grain Stevedore Act		
41	Naval Stores Act		
42	Warehouses Act		
43	RESEARCH AND MARKETING ACT OF 1946		
44	TRUST FUNDS (Inspection and Grading)		
45	GRADING OF AGRICULTURAL COMMODITIES		
46	Cotton Classification		
47	Wool Grading		
48	AFRICAN MEAT PROGRAMS PROGRAM		
49	Foot and Mouth Eradication (1941)		
50	SECTION 322 AA ACT OF 1950		
51			
52			
53			
54			
55			
56			
57			
	TOTAL MAN-MONTHS		
	TOTAL EMPLOYEES		

PREPARED BY \_\_\_\_\_

FORM PMA-418

FORM NO. PMA-418  
TITLE: ANALYSIS OF MAN-MONTHS BY WORK PROGRAMS (Direct Allotments)  
PREPARATION: By all Branches and offices having functions financed from allotments (funds) other than CCC Administration-  
Live Fund (12P8080)  
DISTRIBUTION: Original to Administrative Fiscal Division, Fiscal Branch. Copy to Office of Budget  
PROCEDURE COVERING USE: PMA 139.1  
DISTRIBUTION: A, B  
(3-7-50)

ACTUAL SIZE: 8" X 18"  
PRINTED: One sheet, one side.





USDA-PMA

# FORM PMA - 526

U. S. DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION	FROM:	DISPATCH DATE
	TO:	RECEIVING DATE
	TRANSMITTAL OF:	
Form PMA-526 (3-7-49) TRANSMITTAL RECORD ORIGINATING OFFICE		

FORM NO.: PMA-526  
TITLE: TRANSMITTAL RECORD

ACTUAL SIZE: 3" X 5"  
PRINTED: One sheet; one side.  
Carbon-interleaved (original  
and two copies)

PREPARATION: By typists, stenographers, and other employees responsible for preparing communications for transmittal of materials.

DISTRIBUTION: Original to addressee; second copy for use as desired by sending office. Transmit "Receipt Copy" only when acknowledgement of receipt is desired and requested.

PROCEDURE COVERING USE: 441.1

DISTRIBUTION: A, 8  
2-28-50



Form PMA-533  
(4-14-49)  
(Formerly FGA-670)

U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

## FAIR MARKET VALUE STATEMENT

Lease No. Alpm(A) 1000

BUILDING AND LOCATION Washington Trust, 12 N. Pine St., Philadelphia, Pa.  
(NAME OF BLDG.) (ST. NO.) (CITY & STATE)

1. Assessed valuation of building and land . . . . . \$ 500,000.00  
(Attach statement from city or county assessor)

\*2. Ratio of assessed to fair market value . . . . . 100 %

3. Fair market value of building and land . . . . . \$ 500,000.00  
(Item 1 divided by item 2)

4. If the assessor's value is faulty give reasons:

\*5. Appraised fair market value of building and land:  
(Attach at least three statements of appraisal and a statement from a disinterested authority as to the qualifications of the appraisers)

NAME OF APPRAISER	DATE	VALUE
<u>Appraisers Realty Co.</u>	<u>2/5/50</u>	<u>\$ 950,000</u>
<u>Santa Fe Trust Co.</u>	<u>2/1/50</u>	<u>\$ 1,050,000</u>
<u>Richard Rhoe</u>	<u>1/27/50</u>	<u>\$ 937,500</u>
		<u>\$</u>
TOTAL OF APPRAISALS . . . . .		<u>\$ 2,937,500</u>

\*Appraised value used . . . . . \$ 979,166.67

6. Total rentable area in the building . . . . . 112,000 sq. ft.  
(Obtain from lessor)

7. Area to be occupied by the Government . . . . . 16,800 sq. ft.  
(Obtain from bid or offer)

8. Percent of total area occupied by the Government . . . . . 15 %  
(Item 7 divided by item 6)

9. Fair market value of space occupied . . . . . \$ 156,875.00  
(Item 3 or 5 multiplied by item 8)

10. Allowable annual rental rate for bare premises . . . . . \$ 23,531.25  
(15 percent of item 9)

\*11. Annual rental rate under the lease . . . . . \$ 33,600.00  
(Obtain from bid or offer)

\*12. Cost of services for entire building . . . . . \$ 140,000.00  
(Attach certified statement from lessor)

\*13. Cost of services for space occupied . . . . . \$ 21,000.00  
(Item 12 multiplied by item 8, or cost as shown on attached certified statement from lessor)

\*14. Annual rental rate payable for bare premises . . . . . \$ 12,600.00  
(Item 11 minus item 13)

It will be seen from the above that the rental under the lease is within the limitations of Section 322 of the Economy Act of 1932, as amended.

2/15/50  
(DATE)

Richard Roe  
(PREPARED BY)

Chief, A.S. Division  
Area Management Office  
(TITLE)

\* See instructions on the reverse of this form

FORM NO. PMA-533

TITLE: FAIR MARKET VALUE STATEMENT

ACTUAL SIZE: 8" X 10 1/2"

PRINTED: One sheet,  
Both sides.

PREPARATION AND DISTRIBUTION: Officer in charge of area, state, or field office submits the signed original, one signed copy and three unsigned copies, with supporting documents (as a part of bid docket) to the appropriate Area AS Division. (See reverse of the form for additional instructions.)

PROCEDURE COVERING USE: 422.1

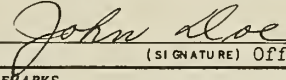
DISTRIBUTION: (A) (8-05, ,09, .26 - Field Only)  
2/22/50

## INSTRUCTIONS

### GENERAL:

- (a) Signed statements in support of each item, as indicated, *must be attached*.
- (b) If the annual rental rate to be paid is slightly in excess of \$2,000 and if by deducting the pro rata cost of services from the annual rental rate, the cost for bare premises (not including the furnishing of services by the lessor) will be below \$2,000, only items 6 to 8, inclusive, and 11 to 14, inclusive, should be used.
2. The ratio of assessed to full valuation should be secured from the assessor. It must not be computed by dividing item 1 by item 3, unless both item 1 and item 3 have been furnished in the signed statement from the assessor.
4. Unless a complete justification is shown for disregarding the assessor's valuation, *appraisals cannot be used*.
5. See 4 (above) as to when appraisals can be used. If the appraisals show widely conflicting information, only the lowest appraisal should be used. In other cases, the average appraisal may be used.
11. If the item is less than item 10, the limitation of the act has been met. If this item is greater than item 10, use items 12 to 14, inclusive. See 14 (below).
12. Only sums which the lessor expends for services or maintenance of the building may be used. The cost of management and repairs, such as office expense, insurance, taxes, advertising, superintendence, repairs, painting, etc., cannot be used. See also 13 (below).
13. In the event that the cost statement is furnished only for the space to be occupied by the Government, item 12 may be omitted and the sum inserted in item 13. See 12 (above) for permissible costs.
14. This item must be less than item 10.



FORM PMA-534 (4-13-49)		U. S. DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION		LEASE NO. Alpm(A) - 1000		
<b>LEASED SPACE DATA</b>						
CITY AND STATE Philadelphia, Pa.		NAME OF BUILDING Washington Trust		STREET AND NO. 12 N. Pine St.		
NO. OF ROOMS 30	ROOM NOS. 901 - 30	TOTAL SQ. FT. 16,800	NAME AND ADDRESS OF LESSOR Washington Trust Co.			
IF A CORPORATION SPECIFY STATE IN WHICH INCORPORATED Delaware			IF A FIRM OF PARTNERS GIVE NAME OF EACH PARTNER			
RENTAL RATE \$ 2.00 PER SQ. FT.		PAYABLE Monthly	PERIOD OF LEASE 2-1-50 6-30-50		RENEWABLE TO 6-30-55	
BRANCH OR ACTIVITY TO OCCUPY SPACE PMA Commodity Office						
RENTAL INCLUDES ITEMS FOR (FACILITIES AND SERVICES) Electricity, heat, janitor service, soap & towels, drinking water						
(GIVE IN SPACE BELOW LIST OF ROOMS WITH INFORMATION REQUESTED)						
SECTION OR UNIT	ROOM NO.	AREA (SQ. FT.)	SIZE (FT.)	NO. OF EMPLOYEES	CLASS OF EMPLOYEES	USE OF ROOM
Dir. Off.	901	350	20 x 17	2		Office
Fiscal	902-16	8,000		85		Office & IBM
GAO	917	320	16 x 20	4		Office
Adm.	918-20	3,000		15		Office & files
T&M	921-28	4,130		25		Office
Audit	929-30	1,000		12		Office
SPACE TO BE USED FOR OFFICE <input checked="" type="checkbox"/> LAB <input type="checkbox"/> FILES <input checked="" type="checkbox"/> STORAGE <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> IBM						NO. EMPLOYEES
LOCATION OF OFFICES AND CHARACTER OF BUILDING						
FLOORS ON WHICH SPACE IS LOCATED 9th	NO. FLOORS IN BLDG. 16	TOTAL OFFICE SPACE ON SAME FLOOR OF BLDG. 18,000	CONDITION OF FLOOR(S) good	IS FLOOR COVERING NEEDED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
CHARACTER OF SECTION OF CITY						
KIND OF STREETS NOISY <input checked="" type="checkbox"/> QUIET <input type="checkbox"/> DIRTY <input type="checkbox"/> CLEAN <input checked="" type="checkbox"/> SMOOTH <input checked="" type="checkbox"/> ROUGH <input type="checkbox"/>				ACCESSIBILITY (TRANSPORTATION) 1 block from bus line		
LIGHTING AND ELECTRIC POWER						
TYPE OF FIXTURE INCANDESCENT <input type="checkbox"/> FLUORESCENT <input checked="" type="checkbox"/>		VOLTAGE 115-20	CURRENT DIRECT <input type="checkbox"/> ALTERNATING <input checked="" type="checkbox"/>	IF AC, GIVE CYCLE AND PHASE 60		
IS GAS AVAILABLE FOR LAB WORK YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		IS ELECTRICITY FURNISHED BY LEASOR YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		IS GAS FURNISHED BY LEASOR YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
NATURAL LIGHT POOR <input type="checkbox"/> MEDIUM <input type="checkbox"/> GOOD <input checked="" type="checkbox"/>		DIRECTION FROM North				
RUNNING WATER HOT <input checked="" type="checkbox"/> COLD <input checked="" type="checkbox"/> DRINKING <input checked="" type="checkbox"/>		LOCATION		TOILET FACILITIES (WHICH FLOOR) MEN 9th WOMEN 8th		
IS CERTIFICATE FROM LOCAL FEDERAL BUSINESS ASSOCIATION OF POSTMASTER ENCLOSED?						YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
I CERTIFY that the office quarters (or storage space) recommended herein were selected after careful inquiry and examination of space available and the rental is the lowest obtainable for suitable space. This space is necessary and essential and it is recommended that a new lease (or renewal of lease) be prepared for the period mentioned above after a full consideration of all of the factors involved.						
 (SIGNATURE) Officer in Charge						
USE REVERSE SIDE FOR REMARKS						

FORM NO. PMA-534  
TITLE: LEASED SPACE DATA

ACTUAL SIZE: 8" X 10 1/2"  
PRINTED: One sheet,  
One side.

PREPARATION AND DISTRIBUTION: Officer in charge of area state, or field office submits one copy and signed original (as a part of bid docket) to the appropriate Area AS Division within 48 hours (excluding Saturdays, Sundays, and holidays) after a bid opening, or when a change is desired in the terms of a lease.

PROCEDURE COVERING USE: 422.1

DISTRIBUTION: (A) (B-05, 09, 26 - Field Only)  
2/21/50



## OBSOLETE FORMS

THE FOLLOWING FORMS HAVE BEEN DECLARED OBSOLETE SINCE FEBRUARY 15, 1950,  
THE DATE OF "OBSOLETE FORMS - SUPPLEMENT I".

OBSOLETE FORM	TITLE	SUPERSEDED BY
*AMA-281	Consolidated Check Sheet	MF-73
Commodity Credit Corp. Form 14 (3-18-48)	Claims Forms	Commodity Credit Corp. Form 14 (2-21-50)
Commodity Credit Corp. Form 81 (5-14-48)	Monthly Report of B/L's Issued	Commodity Credit Corp. Form 81 (2-15-50)
Commodity Credit Corp. Form 85 (9-22 48)	Directory of CCC Field Offices	Commodity Credit Corp. Form 85 (2-8-50)
*CCC Commodity Form D (Rev.) (Dec. 1948)	Lending Agency's Letter of Transm. of Loans	Commodity Loan Form D
DA-208 & A	Poultry Grading Certificate	DA-224 & A
DA-209	Grading Memorandum (not superseded)	
DA-210 & A	Poultry Grading Certificate	DA-224 & A
DA-261 (1-14-49)	Revision of Mailing List	DA-261 (1-30-50)
FD-454	Status of Firm at Present Time	LS-197
FDA-250 & A	Grad. Memo. (Previously published with Asterisk)	DA-224 & A
FDA-289	Worksheet (Previously published with Asterisk)	CN-213
FV-50	Cross Reference	
FV-82	PACA Letter	FV-211A
FV-374 (7-10-47)	Card-License Information	
FV-392 (4-16-48)	Card-Rev. PACA Digest	
FV-396 (6-28-48)	Card-AMA-74-Tab 1, 2, 3,	
FV-396 (5-10-49)	Card-Containers for Fresh F&V	
FV-396 (9-24-48)	Card-AMA-11 Tab 1 through 10	
FV-420 (5-24-49)	Card-Consumer Size Pkges.	
FSC-1590	Report of Diversions Effectuated	FDA-288
GRAIN-198	General Ledger	SF-1014

\*If an asterisk (\*) precedes the form number, stocks of the form are to be used up. Otherwise, stocks are to be disposed of in accordance with PMA Instruction 436.1.  
If a date follows the number in the first column, do not dispose of any stocks dated later than that date.

## USDA-PMA

OBSOLETE FORM

TITLE

SUPERSEDED BY

*ID-11	Status of Firm	LS-197
MF-38	Tariff for Storing & Handling Grain	TW-38
*NCS-10	Tally Sheet (Inbound)	SS-115
*OMS-19	Monthly Report of Inspect. of Beans	Grain-380
OMS-L-29	Letter (Previously published with Asterisk)	MF-L-3
OMS-L-30	Letter (Previously published with Asterisk)	MF-L-4
OMS-L-31	Letter (Previously published with Asterisk)	MF-L-5
OMS-236	Worksheet (Previously published with Asterisk)	CN-213
OMS-441	Memorandum	DA-169
OMS-442 & A	PY Grading Certificate (Cross this number out on page 90 of 3/28/49 booklet)	DA-224 & A
OMS-445A	PY Grading Certificate (Previously published with Asterisk)	DA-224 & A
OP-5a	Report of Reemployment of Returning Vets	
PBS-250-1	Terms & Conditions of Sale	
PMA-L-13 (2-25-49)	Memo. of Confirmation of Agree.	PMA-L-13 (2-7-50)
PMA-95 (3-9-48)	Report of Market News Broadcasts	PMA-95 (2-14-50)
PMA-401 (6-20-47)	Motor Vehicle Record	PMA-401 (2-3-50)
SS-L-1	Notice of Removal	TW-L-1
SS-L-10	Amendment to Storage Contract	TW-L-10
SS-30	Lot Card	
SS-39	Listing of Lots	TW-39
TB-42 (11-17-48)	Tobacco Inspection Certificate	TW-42 (10-20-49) & (3-3-50)
*TWP-2	Sub. Exam. Report	CCC-349
*WA-4-I	Bond, etc. (Cross out WA-41 previously published)	OMS-127
*WA-22-Supp. 1	Report on Inspector, etc.	MF-46
*WA-25a	Cons. Check Sheet	MF-73
WD-12	Notice of Payment Withheld	

\*If an asterisk (\*) precedes the form number, stocks of the form are to be used up. Otherwise, stocks are to be disposed of in accordance with PMA Instruction 436.1.  
If a date follows the number in the first column, do not dispose of any stocks dated later than that date.